

MEMO FOR THE RECORD:

Minimal Awards Meeting held Wednesday morning,
7 February 1962 in Mr. [REDACTED] Office, 5 E 56 25X1A
Headquarters. The meeting was chaired by Mr. [REDACTED] 25X1A
[REDACTED] Acting Chief Plans Staff, and
[REDACTED] Executive Secretary, SAC attended. 25X1A

A total of 7 cases considered.

Approved - 3 for a total of \$95.00 Cash

3 Certificates of Appreciation

Disapproved - 1 (NOTE: SAC concluded 62-2 was
in line of duty)

Summary and Recommendation for the Chairman

SUGGESTION NO. 61-470: dated 10 May 1961

[REDACTED] GS-5, Secretary
[REDACTED], GS-4, Clerk-Steno
Compt, DD/S

STATINTL

A. Summary of Suggestion

Suggesters proposed that a locator board be procured and stocked for all offices so that personnel may indicate their whereabouts when temporarily absent from their offices. (See sample).

B. Summary of Evaluation

Comptroller's Office noted that the idea has many potential variations, one of which has been in use by their Technical Accounting Staff for at least four or five years - in fact, the TAS version of the locator board may have inspired the suggestion.

Offices with a large number of personnel who leave the office on business for extended periods of time and who must be contacted would consider the locator board an advantage, however, many offices would not.

Since the principle of the suggestion has some merit, but would have limited application, it is recommended that it be publicized for the benefit of those offices which might find it useful; however, the locator board does not have sufficient merit or general application to justify the expense of procurement and stocking the item.

OTR uses a simple magnetic board locator device which is adequate for keeping track of students and believes that the proposed device is far more elaborate and expensive than the one they use.

OL commented that each office has a system tailored to its requirements, and sees no point in imposing a formal system for the mere sake of standardization. Such a board also raises problems of night security, attachment to a wall, etc.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation and plans to publish in SUPPORT BULLETIN some time in the future.

D. Decision of the Chairman



Acting Chairman
Suggestion Awards Committee

C M A
Award

STATINTL

25X1A

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-74: dated 23 August 1961
[REDACTED] GS-12, Ops Officer
EE, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed a procedure for tightening the physical control of CS 201 files and have RID discontinue the practice of establishing temporary brown folders for documents received after a 201 has been sent out on temporary loan.

B. Summary of Evaluation

Chief, RID reported that a recent survey revealed that approximately 2,000 temporary 201 folders are prepared in a year. Also, all of the 415 folders on temporary loan during the period January through December 1960, are still outstanding.

The suggestion stimulated a review of present methods which resulted in a procedural change. This change will drastically reduce the number of temporary 201 folders prepared each year, but more important, it will result in getting together all documents on an individual in one folder. No appreciable man-hours or equipment savings are involved. The degree of benefit is SLIGHT and the extent of application is LOCAL.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A \$35.00 Award based on Intangible Benefits (SLIGHT-LOCAL).

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

\$35.00
Award

STATINTL

CIA INTERNAL USE ONLY

Summary and Recommendation for the Chairman

SUGGESTION NO. 62-119: dated 25 September 1961
[REDACTED], WB-8 (\$4800.00) Truck Driver STATINTL
OL, DD/S [REDACTED] Warehouse) STATINTL

A. Summary of Suggestion

Suggester designed and constructed a Cargo Skidding Hook for moving heavy cases from areas which are inaccessible to fork lifts. The hook may also be used to pull heavy cases from trucks and trailers while unloading.

B. Summary of Evaluation

The [REDACTED] Warehouse Employee Suggestion Panel reported that the Cargo Skidding Hook is used successfully in moving heavy cases to the end of a truck to be picked up in turn by a fork lift. The intangible benefits of the suggestion are believed to be of a SLIGHT degree with a possible EXTENDED application if used in other warehouses. STATINTL

STATINTL OL stated that although the suggestion has been in use at the [REDACTED] Warehouse for ten months, the Cargo Skidding Hook has been used no more than five or six times. The suggestion offers a slight improvement over present methods but because of its limited use the tangible savings in time and effort are negligible.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

----- C of A
Award

STATINTL

Summary and Recommendation for the Chairman

SUGGESTION NO. 62-158: dated 19 May 1961

[REDACTED], GS-11, Investigator STATINTL
OS, DD/S

A. Summary of Suggestion

Suggester proposed that the reproduction necessary for extra copies of Personnel Security Questionnaires for OS be done at the Printing Plant. This procedure to abolish the present system of reproducing the needed copies on thermofax and autostat machines in the Office of Security.

B. Summary of Evaluation

This procedure was inaugurated on 16 June 1961 and has been in continuous operation since that time. In terms of tangible benefits derived from implementation of this suggestion, it is anticipated that first year's savings should amount to \$2,775.00 as reported by OS.

Aside from monetary considerations, moderate intangible benefits have been realized through the savings of time and personnel.

SAC NOTE: Rules out major savings because this suggestion represented a request for service to the Printing Plant. However, the action triggered a study of OS procedures and as a result OS has eliminated one of the six copies of the Personnel Security Questionnaire previously required.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$25.00 based on tangible savings of approximately \$500.00 for the elimination of one copy.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

25.00

Award

STATINTL

Summary and Recommendation for the Chairman

SUGGESTION NO. 62-171: dated 9 November 1961
[REDACTED], GS-11, Analyst
OCR, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed that the present transcript sheet used in recording Model-Type information by the analysts include a column for the 3-digit industrial code to be used in picking up new Model-Type information by the area analysts. Retrieval of information regarding a specific Model-Type designation would be more expeditious over present method.

B. Summary of Evaluation

This suggestion has been reviewed by senior representatives of the IR/CR Division and has been found to be of value. It will require only a minor modification of the present procedure and will be put into effect within 30 to 90 days. It will be local in application since use of the "Model-Type" listings is not extensive.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. An Award of \$35.00 based on SLIGHT Degree of Benefit with LOCAL application.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

----- \$35.00
Award

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